



WALTON COUNTY BOARD OF COMMISSIONERS

Human Resources

303 S. Hammond Drive, Suite 331 - Monroe, GA 30655

Office: 770-267-1329 ~ Fax: 770-267-1415 ~ Email: hr.resume@co.walton.ga.us

Monday – Friday 8:00 a.m. – 5:00 p.m.

JOB OPPORTUNITY **Internal and External Notification**

WALTON COUNTY IS AN EQUAL OPPORTUNITY EMPLOYER

POSITION TITLE: Departmental Administrative Assistant FY17-31

DEPARTMENT: Public Defender

ENTRY SALARY: \$14.13 per hour, plus benefits

PAY GRADE: 12

REQUIREMENTS: Perform a variety of administrative, secretarial and clerical duties to assist in ensuring effective and efficient office operation. Oversees and assists in departmental record keeping. Participates in departmental personnel matters, budget preparation, information research and problem resolution. Assists in completing special projects for the department. **RÉSUMÉS SUBMITTED WITHOUT AN APPLICATION WILL NOT BE CONSIDERED.**

MINIMUM QUALIFICATIONS: High school diploma or GED with vocational or technical school training in business, bookkeeping, secretarial science or related field with a minimum of two years of experience overseeing daily office operations and performing routine bookkeeping tasks; or any equivalent combination of education, training, and experience which provides the requisite knowledge, skills, and abilities for this job.

DEADLINE FOR APPLICATIONS: 5:00 PM – October 18, 2016

REPLY TO: Walton County Human Resources – 303 S. Hammond Drive, Suite 331 - Monroe, GA 30655.

POSTED: 10/04/2016